

## **Clerk to Holme Abbey Parish Council**

**Salary:** £ (in accordance with nationally agreed scales)

Holme Abbey Parish Council seeks a confident, well-organised person with an interest in the local community for the role of **Clerk and Responsible Financial Officer**, starting **1 July 2026**.

The Clerk is responsible for managing the Council's day-to-day business, providing professional advice, and implementing Council decisions. The role also includes responsibility for the Council's financial administration.

Applicants should be computer-literate and able to:

- prepare agendas and record accurate minutes
- manage correspondence with external organisations
- carry out bookkeeping/financial procedures

**Hours:** Approximately **16 hours per month**. With the exception of attending meetings, the post holder will work from home.

The Council meets on **Tuesday evenings, bi-monthly**, with additional meetings arranged as required.

A handover period, formal training, and ongoing support will be provided.

For an informal discussion, or to request an application form and job description, please contact:

**Joanne Cornah Wade, Clerk**

Tel: **07780 266540**

Email: [clerk@holmeabbey-pc.gov.uk](mailto:clerk@holmeabbey-pc.gov.uk)

**Applications should be sent, marked "Private and Confidential", to:**

Ms J Cornah Wade

Eriskay Cottage

Bromfield

Wigton

Cumbria

CA7 3NB

**Closing date: Friday 29 May 2026**